

My Plans for AppleWorks

by Randy Brandt

Arnold Bennett once proclaimed "The moment you're born you're done for." But don't tell that to an AppleWorks user; it's AppleWorks forever for most of us in the AppleWorks fan-club.

Although I'm now committed to the Macintosh environment and will not publish a successor to TimeOut Central, I'm certainly not done with AppleWorks.

For example, this summer look for "Randy's Apple II Grand Finale" disk that will contain a useful new TimeOut application or two and a collection of macro tips. The disk will also include an updater that will fix the reported bugs and problems in AppleWorks 5 and add some new features to the program. (No, I haven't set a release date yet; perhaps it will ship on my 35th birthday in August. You'll read about my plans in the *AppleWorks Forum*.)

Phoenix

One of my favorite Macintosh projects is code-named Phoenix, an Apple II emulator that runs

AppleWorks 5 on Macintosh computers. JEM Software plans to ship Phoenix this summer.

Phoenix's performance has improved impressively of late, particularly when compared to][in a Mac (the Apple II emulator reviewed in the January 1995 issue of the *AppleWorks Forum*).

Consider the word processor "Replace" test, which took 613 seconds on a Quadra 610 under][in a Mac. *Figure 1* shows the times it takes to perform that test under][in a Mac, Phoenix, and on two Apple II systems.

Although the graph doesn't show it, the word processor scroll test (which took 70 seconds under][in a Mac on a Quadra 610) takes about 10 seconds under Phoenix.

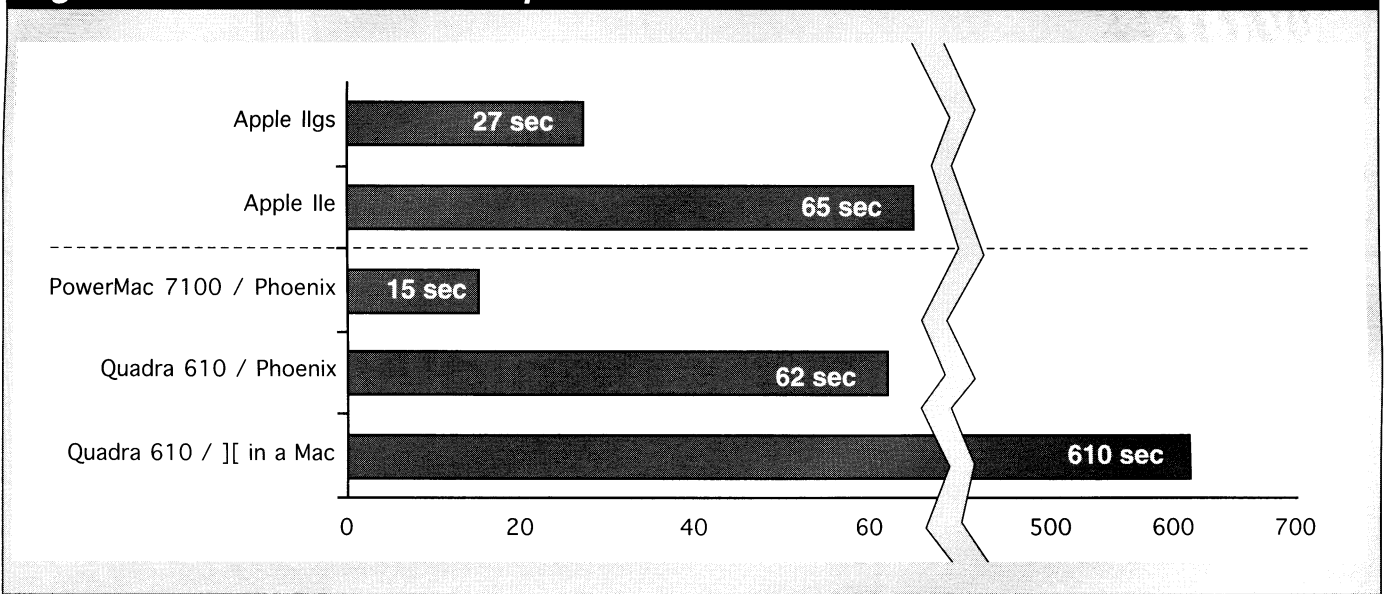
Our product will make AppleWorks usable on the Mac, not just a novelty. Since AppleWorks is running in a normal Macintosh window, you can switch to another application and operations like find-and-replace or sorting will continue in the background. A

clipboard option lets you transfer text between the word processor clipboard and the Macintosh system clipboard. Users can set the font, font size, and colors as desired. (The default color is white text on a blue background, making it look like an Apple IIGS is hiding in your Macintosh!) New UltraMacros commands let you do things like play Macintosh sounds, which means that you can record instructions and comments to report progress as your macros are running.

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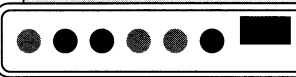
Figure 1: Word Processor "Replace" Test



Phoenix will run on any 68020 or newer Macintosh, although we suggest a 68030 as the minimum for workable performance. It requires System 7 and will include a native PowerPC version for PowerMac owners. Best of all, no special hardware is required; all you need is Phoenix and AppleWorks 5. Launch Phoenix and in less than ten seconds you'll see the familiar AppleWorks' Main Menu in a window on your Mac. (On my Centris, I can launch AppleWorks in nine seconds with the UltraMacros dot command inits loaded in along with the TimeOut applications used by UltraMacros.) Our Snapshot option lets you save a complete AppleWorks session at any time, even in the middle of a data base sort; you can launch the Snapshot file later and continue your sort where it left off. On the PowerMac, a session with two dozen files on the desktop can be restarted in about two seconds.

I'm moving on from the Apple II world so that I can provide for my now-large family, but I'm not abandoning AppleWorks. Phoenix will finally give you a portable version of AppleWorks to run on a PowerBook. And some day the fastest way to run AppleWorks will be on a PowerMac!

[Randy Brandt, one of the developers of AppleWorks, is the owner of JEM Software, publishers of numerous AppleWorks add-ons. He lives near Denver, Colorado with his wife Joanna and five children: Heather (10), Erika (8), Michael (4), Millie (1) and Matthew (1).]



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The **National AppleWorks Users Group (NAUG)** is an association dedicated to supporting AppleWorks users. NAUG provides technical support and information about AppleWorks and enhancements to that program. Our primary means of communicating with members is through the monthly newsletter entitled the **AppleWorks Forum**.

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How to Make Flip Book Movies with AppleWorks

by Cynthia Field

Just when you thought you knew every imaginable SuperFonts project, along comes an idea that could literally set your toes tapping. This month you will learn how to use TimeOut SuperFonts and TimeOut Paint to design a "Happy Birthday" flip book "movie". The author assumes that you have the graphics that came with Publish-It! or the graphics on this month's issue of NAUG on Disk.

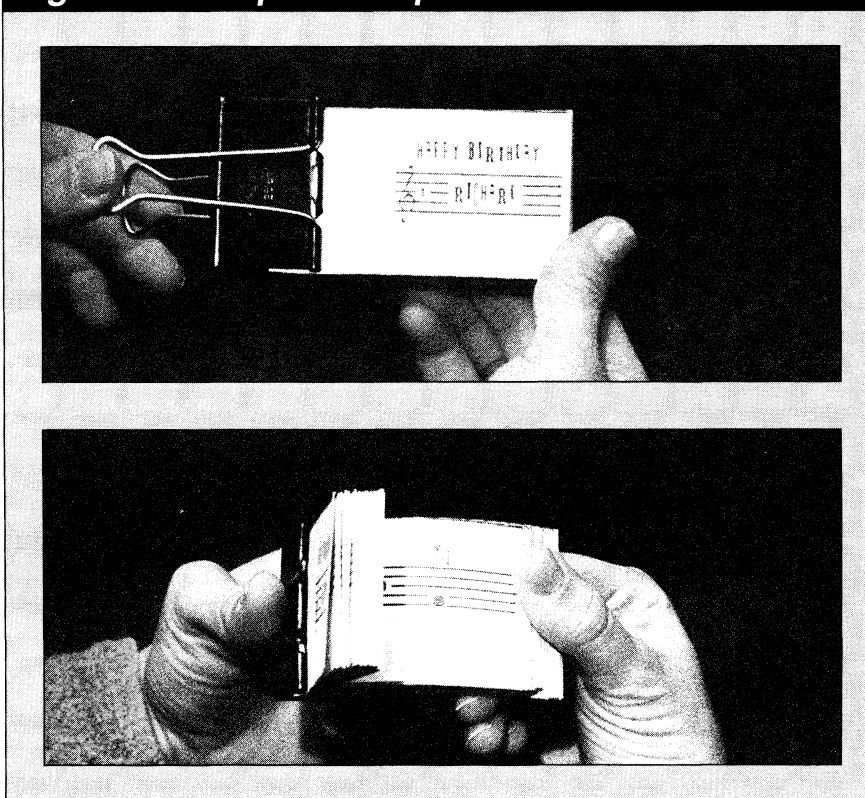
Flip book movies, like the sample in *Figure 1*, are fun to make and can teach you a lot about cel animation, the movie-making method popularized by Walt Disney and other animation studios.

The illusion of movement in cel animations depends upon incremental changes in the position of a cartoon character or other graphic in each scene or "frame". When you run the reel of a movie through a projector or fan the pages of a flip book with your thumb, the picture seems to move.

To make a flip book movie on your computer, you create and print a series of frames on card stock instead of on celluloid film. Although a real movie requires thousands of frames, creating a 65-frame flip book movie with your Apple II is manageable, especially when you incorporate some of the tricks revealed in this article.

Depending upon your clip-art collection and your artistic skills, you can design flip books that feature birds flying, flowers blooming, cats chasing mice, and almost any other kind of movement you can imagine.

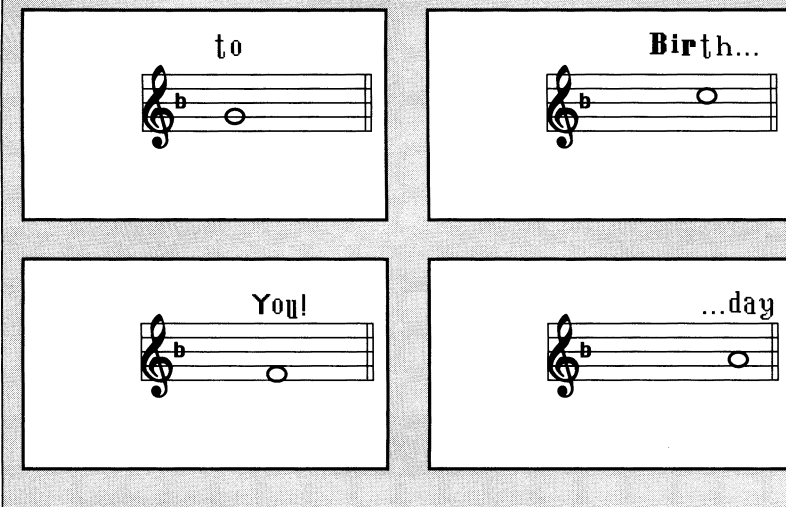
Figure 1: Completed Flip Book



Overview

This tutorial will show you how to create the "Happy Birthday" flip book in *Figure 1* that features the music and lyrics to that popular birthday song. The flip book also includes a cake with "trick" candles – the kind you blow out and then re-light on their own. When you flip through the finished movie, a musical note glides across the page and the candles

Figure 2: Sample Frames



stock and cut out and assemble the frames to produce your hand-held movie.

What You Need

You need the following supplies and software:

- AppleWorks 2.0 or later enhanced with TimeOut SuperFonts and TimeOut Paint. [Ed: See "AppleWorks GS Flip Books" for tips on making hand-held movies with that program.]
- Publish-It!'s double high-resolution clip-art or this month's issue of **NAUG on Disk**.
- scissors or a paper cutter
- a large binder clip or heavy rubber band
- a way to color the graphics (optional).

The Flip Book Templates

You will begin by creating a SuperFonts document you can use to print your flip book movie frames. Follow this step:

1. Launch AppleWorks and begin a new word processing file from scratch. Name the file "FLIP-BOOK.PRINT". Later you will add several dozen SuperFonts commands to this file.

Next, you will use TimeOut Paint to create a flip book template with the birthday song frames. Continue as follows:

2. Press Apple-Escape and launch TimeOut Paint.
3. Select "Open" from the File Menu and navigate to the Publish-It! "MUSIC" clip-art file or to the file /APR.95/AW.FORUM/TEMPLATES/MUSIC file on this month's issue of **NAUG on Disk**. [Ed: Skip to the section entitled "Song Notes and Lyrics" if you use the **NAUG on Disk** graphic.]
4. Choose "Marquee" from the Tools Menu. Use the Marquee Tool to select the musical staff. It spans the bottom of the clip-art screen.
5. Choose "Copy" from the Edit Menu.
6. Select "New" from the File Menu. Respond "No" to the "Save changes...?" prompt.

on the cake extinguish and then re-light. The birthday flip book gives you practice with these two kinds of simulated motions.

Figure 2 presents a few frames from the completed book.

Creating your first flip book will take about an hour. You will start by importing the musical staff graphic from the Publish-It! clip-art collection (or from this month's issue of **NAUG on Disk**) into a new TimeOut Paint document. Then you will draw a large rectangle around the staff. Later you will use the rectangle as a cutting guide for each frame in your flip book movie.

You will use this template to create 26 documents, each of which contains a note from the 26-note birthday song. In each succeeding frame, you will position the note slightly to the right of the note that appears in the previous frame. That will make the note appear to move as the song "plays" in the completed flip book.

Creating the 26 song frames isn't as tedious as it sounds because you can use TimeOut Paint's copy and paste feature instead of drawing each frame from scratch. As a finishing touch, you will add the song's lyrics to each musical frame.

Then you will use the Publish-It! or **NAUG on Disk** graphic to create the birthday cake frames.

Finally, you will print the frames with SuperFonts. Then you will photocopy the frames onto card

SuperFonts Projects...

7. When the new document opens, choose "Paste" from the Edit Menu. Drag the Marquee Tool outline to the center of the document and click the mouse button to position the graphic. *[Ed: See the TimeOut SuperFonts documentation for directions that describe how to use the keyboard instead of the mouse.]*
8. Choose "Box" from the Tools Menu and draw a rectangle around the musical staff. Make the rectangle as wide as possible. *[Ed: It will be slightly wider than the staff itself.]* The size of the rectangle will determine the finished size of your flip book. Be sure there is a generous margin between the top of the musical staff and the rectangle. Later you will use the top margin to store some temporary musical notes in a "note well". Your screen should look like the example in *Figure 3*.

The clip that you use to hold the flip book frames together will cover everything in the left-most third of each frame. As a result, you must limit each scene's action to the right-hand two-thirds of each frame. Continue with these steps to reduce the width of the staff and move it to the right-hand side of the birthday song template:

1. Use the Marquee Tool to select and Apple-X to cut the middle-third from the musical staff (see *Figure 4*).
2. Use the Marquee Tool to select the remaining left-hand of the staff (it has the treble clef) and drag it as close as possible to the right-hand section. Your screen should look like the example in *Figure 5*.
3. Choose "Eraser" from the Tools Menu and delete any stray pixels.
4. Select "Line" from the Tools Menu and repair any breaks in the staff by drawing small lines that bridge any gaps.

Figure 3: Re-Sized Clip-Art Graphic

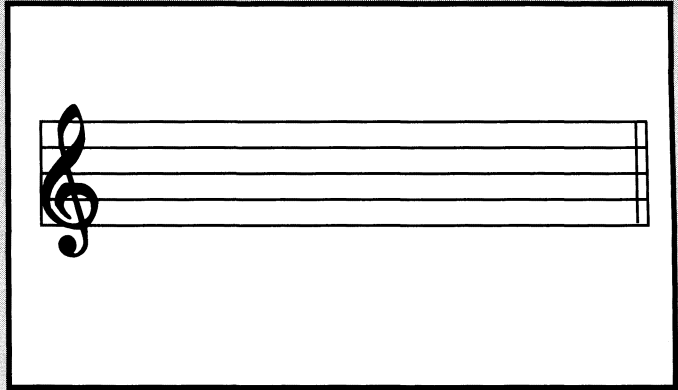


Figure 4: "Shrinking" the Graphic

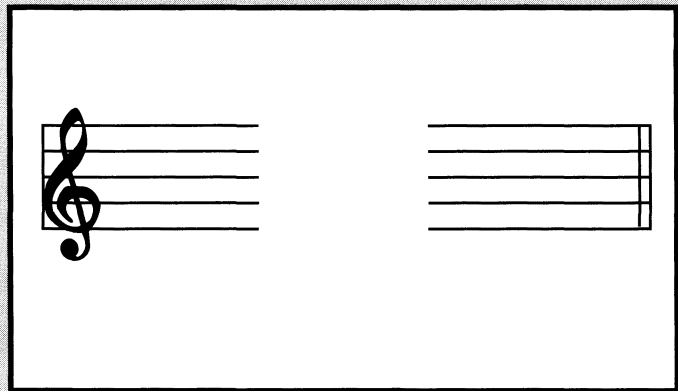


Figure 5: Re-joining the Graphic



5. Save the document as "FLIPBOOK.PICØ" (zero).

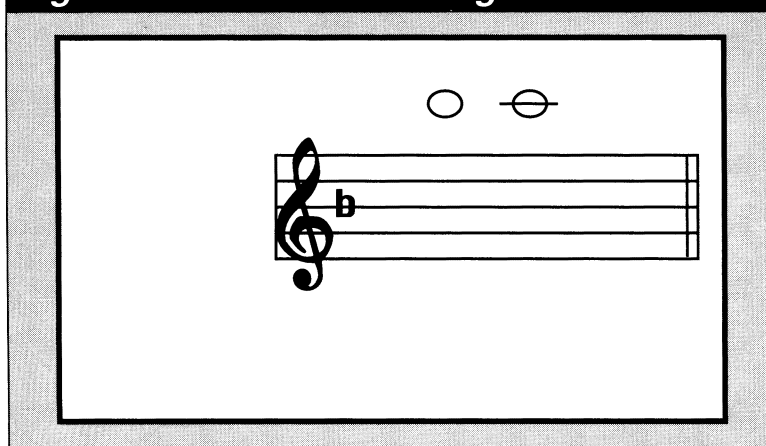
Song Notes and Lyrics

The birthday song begins with "middle C" (one line below the staff) and goes up an octave to the

Figure 6: Song Notes, Positions, and Lyrics

| Filename | Note Name | Position | Lyric |
|----------------|----------------|-------------------|----------|
| FLIPBOOK.PIC1 | C | line below staff | Hap... |
| FLIPBOOK.PIC2 | C | line below staff | ...py |
| FLIPBOOK.PIC3 | D | space below staff | Birth... |
| FLIPBOOK.PIC4 | C | line below staff | ...day |
| FLIPBOOK.PIC5 | F | 1st space | to |
| FLIPBOOK.PIC6 | E | 1st line | You ! |
| FLIPBOOK.PIC7 | C | line below staff | Hap... |
| FLIPBOOK.PIC8 | C | line below staff | ...py |
| FLIPBOOK.PIC9 | D | space below staff | Birth... |
| FLIPBOOK.PIC10 | C | line below staff | ...day |
| FLIPBOOK.PIC11 | G | 2nd line | to |
| FLIPBOOK.PIC12 | F | 1st space | You ! |
| FLIPBOOK.PIC13 | C | line below staff | Hap... |
| FLIPBOOK.PIC14 | C | line below staff | ...py |
| FLIPBOOK.PIC15 | C | 3rd space | Birth... |
| FLIPBOOK.PIC16 | A | 2nd space | ...day |
| FLIPBOOK.PIC17 | F | 1st space | Hap... |
| FLIPBOOK.PIC18 | F | 1st space | ..py |
| FLIPBOOK.PIC19 | E | 1st line | Birth... |
| FLIPBOOK.PIC20 | D | space below staff | day |
| FLIPBOOK.PIC21 | B ^b | 3rd line | Hap... |
| FLIPBOOK.PIC22 | B ^b | 3rd line | ...py |
| FLIPBOOK.PIC23 | A | 2nd space | Birth... |
| FLIPBOOK.PIC24 | F | 1st space | ...day |
| FLIPBOOK.PIC25 | G | 2nd line | to |
| FLIPBOOK.PIC26 | F | 1st space | You ! |

Figure 7: After Constructing the Notes



“C” on the third space of the staff. *Figure 6* lists the names of the Paint documents you will create and the name of each note in the birthday song.

The figure also shows the position of each note on the staff and its accompanying lyrics.

Musicians will notice that I took two liberties with the song. First, I made all the notes “whole notes” to make the flip book easy to construct and to give the illusion of a single note moving along the page. Second, I omitted the tempo markings and other details that might distract from the action.

But there is one detail that I could not overlook. The birthday song uses two notes that have a pitch of B-flat. Follow these steps to add the flat to the key signature:

1. Choose “Text” from the Tools Menu. Type a “b” in the margin between the staff and the top of the border rectangle.
2. Use the Marquee Tool and Apple-X to cut the letter. Then use Apple-V to paste the flat on the third line of the staff.

Now, you will create the two kinds of notes you will use to “compose” the song. You will store these notes in a “note well” above the staff (see *Figure 7*).

One of these notes consists of a small empty oval. The other is an oval transected by a short horizontal line. (The short line represents the first line under the staff.) Continue with these steps to draw the two kinds of whole notes in the note well above the staff:

3. Choose “Circle” from the Tools Menu. In the margin between the staff and the top edge of the rectangle, draw a small oval to represent a whole note. It should be a size that will fit snugly between two lines of the staff.
4. Copy the note to the clipboard and paste a copy of the note next to the original. Select “Line” from the Tools Menu and draw a short horizontal line that transects the second whole note. This is the note you will copy and paste whenever you need to plot a “middle C”. Your screen should look like *Figure 7*.

SuperFonts Projects...

5. Save the completed flip book template as "FLIPBOOK.PIC0".

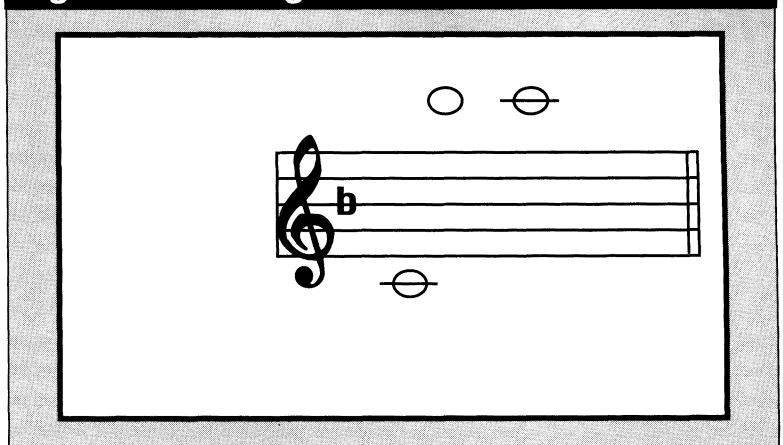
Composing the First Frames

The birthday song flip book movie requires the 26 Paint documents described in *Figure 6*. However the template is too narrow to accept all 26 notes plotted from left to right on a single staff. So you will create three separate documents that display the notes. The first two documents will contain eight notes each. The third document will contain the final ten notes.

You will use your "FLIPBOOK.PIC0" file as a template for the first eight Paint documents. Follow these steps:

1. With "FLIPBOOK.PIC0" on the screen, use the Marquee Tool to copy and paste the first note from the note well into position on the staff. Since the first note is middle C, copy the note with the line through it. Then paste the note under the staff. Put the note slightly to the right of the key signature. Your screen should look like the example in *Figure 8*.
2. Save the document with its middle C note as "FLIPBOOK.PIC1". You just created the frame for the first note in the song.
3. Using the document on screen as your starting point, choose the next note from the note well. Then plot the second note of the song in its correct location right next to the note that already appears. The closer you can position the notes, the smoother the animation in your flip book. Then use the Marquee Tool or the eraser to cut or erase the first note. Each finished flip book frame contains only one note.
4. Save the document as "FLIPBOOK.PIC2".
5. Repeat steps #3 and #4 to create "FLIPBOOK.PIC3" through "FLIPBOOK.PIC8". Try to space the notes uniformly from frame to frame. The note in "FLIPBOOK.PIC8" should be near the right-hand edge of the staff. Erasing some notes will leave a gap in the staff's lines. Use the line tool to repair the breaks.

Figure 8: Placing the First Note



You have now completed the frames that contain the first eight notes of the song. You will delete the note well and add the song's lyrics later.

Plotting the Remaining Notes

Next, you will create the second and third staves and enter the remaining notes. Continue with these steps:

1. Open "FLIPBOOK.PIC0".
2. Using the data in *Figure 6* as a guide, select the next note from the note well and plot it in its correct location on the staff.
3. Save the document as "FLIPBOOK.PIC9".
4. Use the Marquee Tool to copy and paste the next note of the song into position next to the existing note. Then erase the prior note and save the document as "FLIPBOOK.PIC10".
5. Repeat the procedure in step #4 to create "FLIPBOOK.PIC11" through "FLIPBOOK.PIC16".

Then repeat steps #1-5 and enter the last ten notes into the third staff. Save the frames in files "FLIPBOOK.PIC17" through "FLIPBOOK.PIC26".

Adding the Song's Lyrics

Now that you created the frames with all 26 notes in the song, you are ready to delete the note well and add the appropriate lyrics to each frame. Follow these steps to complete the birthday song frames:

Figure 9: Frame with Birthday Cake



1. Open "FLIPBOOK.PIC1" and use the Marquee Tool to cut the note well from the top of the document.
2. Choose "Text" from the Tools Menu.
3. Select "Font" from the Goodies Menu and navigate to the "Sanfrancisco.18" font.
4. Use the text tool to type "Hap..." in the area above the staff. Make the syllable line up more or less vertically with the note.
5. Save the file.
6. Repeat steps #4 and #5 for each of the lyrics in *Figure 6*.

Creating the Birthday Cake Frames

Next, you will create three frames with the birthday cake graphic. Continue with these steps to design the frames:

1. With FLIPBOOK.PIC26 still on the screen, choose "Coordinates" from the Goodies Menu.
2. Move the cursor to the top-left corner of the rectangular frame and write down the two numbers that represent the frame's top-left coordinates. Then move the cursor to the bottom-right corner of the frame and write down the two numbers representing those coordinates.
3. Choose "Open" from the File Menu and navigate to the Publish-It! "FLAGS2" clip-art file or to the /APR.95/AW.FORUM/TEMPLATES /CAKE file on this month's issue of *NAUG on Disk*. [Ed: Skip to step #7 if you use the *NAUG on Disk* graphic.]

4. Use the Marquee Tool to select the birthday cake graphic and press Apple-C to copy the graphic to the clipboard.
5. Begin a new Paint document and paste the cake onto the right-hand side of the screen.
6. Draw a rectangle whose coordinates match the ones you wrote down in step #2. Reposition the birthday cake graphic inside the rectangle, if necessary. The cake should be near the right-hand edge of the rectangular frame. Your screen should look like the example in *Figure 9*.
7. Save the document as "FLIPBOOK.PIC27". This frame shows the birthday cake with lighted candles.
8. Without making any changes, save the document again as "FLIPBOOK.PIC29." This frame also shows a lighted birthday cake, but you will use it after the frame that shows a cake with unlighted candles.
9. Use the Eraser Tool to delete the flames on the birthday cake candles. Save the unlighted cake as "FLIPBOOK.PIC28".

Creating the Flip Book Title Frame

Before leaving TimeOut Paint, you will create the title page of your flip book movie. Follow these steps:

1. Open "FLIPBOOK.PIC0".
2. Use the Marquee Tool to cut the note well.
3. Use the San Francisco font and the text tool to type "HAPPY BIRTHDAY" in the space above the musical staff. For improved readability, insert a space between characters and two spaces between words. Use the first photograph in *Figure 1* as your guide.
4. Type the celebrant's name right on top of the staff.
5. Save the title frame as "FLIPBOOK.PIC30".
6. Press Apple-Q to leave TimeOut Paint and return to AppleWorks.

SuperFonts Projects...

Completing the FLIPBOOK.PRINT Template

Next, you will add the appropriate SuperFonts commands to the FLIPBOOK.PRINT template that you started at the beginning of this project. Follow these steps:

1. On line 1, type <p1/galligan.naug/flipbook.pic1>. (Substitute the correct path to your "FLIPBOOK.PIC1" file.)
2. Use Apple-C to copy the line to the clipboard.
3. Copy the clipboard's contents onto lines 2 through 30. Edit each line's picture number and document name with the next succeeding number. For example, change the Load Picture command reference on line 2 from "p1" to "p2" and the filename from "flipbook.pic1" to "flipbook.pic2". The last references should be to "p30" and "FLIPBOOK.PIC30". [Ed: SuperFonts can accommodate up to 64 Load Picture commands in a single document.] Your screen should look like the example in Figure 10.
4. On line 31, type the Put Picture command <p1,000,016,559,162>. (Substitute the coordinates you wrote down earlier.)
5. Copy line 31 to the clipboard. Then copy the clipboard's contents onto lines 32 through line 60.
6. Edit the picture number references on lines 32 through 60 so they correspond to the remaining 29 frames of your flip book. Your screen should look like the example in Figure 11.
7. Use Apple-C to copy line 57 "Within document" to line 58. When you print your flip book frames, SuperFonts will print two copies of "FLIPBOOK.PIC27", the frame with the light-

Figure 10: SuperFonts Commands

```
File: FLIPBOOK.PRINT          REVIEW/ADD/CHANGE          Escape: Main Menu
=====
<p12=/galligan.naug/flipbook.pic12>
<p13=/galligan.naug/flipbook.pic13>
<p14=/galligan.naug/flipbook.pic14>
<p15=/galligan.naug/flipbook.pic15>
<p16=/galligan.naug/flipbook.pic16>
<p17=/galligan.naug/flipbook.pic17>
<p18=/galligan.naug/flipbook.pic18>
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<p27=/galligan.naug/flipbook.pic27>
<p28=/galligan.naug/flipbook.pic28>
<p29=/galligan.naug/flipbook.pic29>
<p30=/galligan.naug/flipbook.pic30>

-----
Type entry or use ⌘ commands          Line 31  Column 1          212K Avail.
```

Figure 11: SuperFonts Put Picture Commands

```
File: FLIPBOOK.PRINT          REVIEW/ADD/CHANGE          Escape: Main Menu
=====
<p12,000,016,559,162>
<p13,000,016,559,162>
<p14,000,016,559,162>
<p15,000,016,559,162>
<p16,000,016,559,162>
<p17,000,016,559,162>
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<p25,000,016,559,162>
<p26,000,016,559,162>
<p27,000,016,559,162>
<p28,000,016,559,162>
<p29,000,016,559,162>
<p30,000,016,559,162>

-----
Type entry or use ⌘ commands          Line 60  Column 22          211K Avail
```

ed birthday cake. These duplicate frames will make the movie's action smoother.

8. Repeat step #7 to copy line 59 (FLIPBOOK.PIC28) to line 60.
9. Repeat step #7 to copy line 61 (FLIPBOOK.PIC29) to line 62. [Ed: Line 63 should include the Put Picture command to print FLIPBOOK.PIC30, your flip book's title frame.]

AppleWorks GS Flip Books

Although it is interesting to see how you can use Classic AppleWorks in such an “offbeat” way, it’s easier to make Happy Birthday flip books with AppleWorks GS. Just follow the instructions in the accompanying article for importing the musical staff, enclosing it inside a rectangle, and adding the appropriate musical notes and lyrics. You need a graphics converter such as Seven Hills Software’s SuperConvert if you want to use Publish-It!’s double hi-res graphics in AppleWorks GS. *[Ed: Converted copies of these graphics appear on this month’s copy of NAUG on Disk.]*

But AppleWorks GS offers several advantages. Instead of creating 30 individual documents as you must with TimeOut Paint, you can copy and paste several staves on the same AppleWorks GS page. You can also create bigger and more colorful flip books with AppleWorks GS than with TimeOut Paint. The maximum size of your AppleWorks GS painting documents is limited only by the amount of memory in your Apple IIGs.

10. Save “FLIPBOOK.PRINT”.

Printing the Frames

Now you are ready to print and assemble your flip book’s movie frames. Follow these steps to print the frames:

1. Press Apple-Escape and launch SuperFonts.
2. Press the Return Key to print from the beginning of the document.
3. Select “The screen”, type “H” (for high quality printing), and press the Return Key twice. SuperFonts will display your flip book frames on your screen.
4. If everything looks good, use SuperFonts to print the frames on paper.

Assembling the Book

Now follow these steps to assemble your flip book movie:

1. Cut out and glue eight SuperFonts flip book frames onto a sheet of paper. Then go to a

quick-print shop and make two photocopies of each printed page on card stock.

2. Cut out each frame along its rectangular border. Try to keep the right-hand edges of all the frames perfectly even. The other edges don’t matter as much.
3. Put the frames in order with two copies of the title frame on top followed by two copies of “FLIPBOOK.PIC1”, two copies of “FLIPBOOK.PIC2”, and so on. You can discard the extra title frame.
4. Jostle the frames so that the right-hand edges are as even as possible.
5. Hold the left-hand edges together tightly with a binder clip or with a hefty rubber band.
6. Flip your Happy Birthday movie...you can even hum along if you like.

If the movie doesn’t play as smoothly as you want, it’s possible that your notes are not evenly spaced. Launch TimeOut Paint and make small adjustments to the offending frames. Another way to smooth out the movie is to make three or four copies of each frame instead of just two. Your flip book will be thicker, but your eyes won’t miss any of the action.

Conclusion

Could 1995 be the year that you send friends and family members the most unusual birthday greeting they ever received? Personalized birthday flip books are unique and are sure to evoke a smile from even the most reluctant celebrant. Now if I could just figure out a way to make these flip books sing!

[Dr. Cynthia E. Field has been doing things that can’t be done on Apple II computers since 1982. She was the author of inCider/A+’s popular “Press Room” column and is the Contributing Editor of the AppleWorks Forum.]

[Ed: Working copies of the “FLIPBOOK.PRINT” SuperFonts template and the complete series of “FLIPBOOK.PIC” paint documents appear on this month’s issue of NAUG on Disk, which costs \$10 from NAUG. The templates require AppleWorks 2.0 or later enhanced with TimeOut SuperFonts. NAUG on Disk requires a 3.5-inch drive.]

How to Use the Macro Commands in AppleWorks 4 and 5

by Will Nelken

This is the second in a series of articles that describe how to use the macro commands built into AppleWorks 4 and 5. The author assumes that you know the basics of AppleWorks and that you activated TimeOut, InitManager, and UltraMacros as instructed in last month's article. All references to AppleWorks in this article refer to versions 4.x and 5.0, unless specified otherwise.

You've got a tiger in your tank! Ultra-Macros turbo-charges AppleWorks, and once you get the hang of it, Ultra-Macros will kick your AppleWorking into high gear.

Now that you have UltraMacros running on your system, it's time to explore the built-in set of macros that come with AppleWorks. As you explore the macros, remember that you can change your mind and "back out" of each macro by pressing the Escape Key any time a menu bar appears on the screen.

AppleWorks comes with more than 50 built-in macros. We will start by exploring the macros that help you manage the files and your desktop. Then we will explore the word processor, data base, and spreadsheet macros supplied with AppleWorks. I suggest that you launch AppleWorks and try each macro; your exploration will show you both the power and convenience these macros add to AppleWorks. *[Ed: The author uses the “<sa->” notation to represent holding down the Solid Apple Key (the Option Key on Apple IIgs keyboards) while you press one or more other keys. For example, <sa-ctrl-S> means “Hold down the Solid Apple (Option) and Control Keys. Then press and release the letter “S”.]*

Figure 1: Add Files Screen

```

File: Declaration                               /HD2/LIB/EDU                               Escape: Main Menu
=====
IN CONGRESS, July 4th, 1776

A DECLARATION

By the REPRESENTATIVES of the

UNITED STATES OF AMERICA,

In GENERAL CONGRESS assembled

When in the course of human Events, it becomes necessary for one
People to dissolve the Political Bands which have connected them
with another, and to assume among the Powers of the Earth, the
separate and equal Station to which the Laws of Nature and of
Nature's God entitle them, a decent Respect to the Opinions of
Mankind requires that they should declare the causes that impel
them to the Separation.

We hold these Truths to be self-evident, that all Men are created
equal, that they are endowed by their Creator with certain
-----
Add Files? Current Disk QuickPath Word Processor Data Base Spreadsheet

```

File Management Macros

<sa-1>: Returns to the Main Menu from anywhere in AppleWorks and “remembers” the desktop number of the file you just left. Pressing <sa-2> returns to the original file. Add some files to the desktop and try these macros.

These macros work by keeping track of the file number in the Desktop Index. The <sa-2> macro will not work correctly if you remove a lower numbered file from the desktop after you press <sa-1>

Figure 2: Save Files Screen

```
File: Declaration      /HD2/LIB/EDU      Escape: Main Menu
=====
Districts of People, unless those People would relinquish the
Right of Representation in the Legislature, a Right inestimable
to them, and formidable to Tyrants only.

He has called together Legislative Bodies at Places unusual,
uncomfortable, and distant from the Depository of their Public
Records, for the sole Purpose of fatiguing them into Compliance
with his Measures.

He has dissolved Representative Houses repeatedly, for opposing
with manly Firmness his Invasions on the Rights of the People.

He has refused for a long Time, after such Dissolutions, to cause
others to be elected; whereby the Legislative Powers, incapable
of Annihilation, have returned to the People at large for their
exercise; the State remaining in the meantime exposed to all the
Dangers of Invasion from without, and Convulsions within.

He has endeavored to prevent the Population of these States; for
that Purpose obstructing the Laws of Naturalization of
-----
Save file to? Current Disk QuickPath FilePath
```

or if you change the order of the files on the desktop (with TO.DESK.SORTER).

<sa-A>: Adds files to the desktop. Unless you are at the Main Menu, pressing <sa-A> displays the current path or disk at the top of the screen, and a menu bar of options at the bottom (see *Figure 1*). (Only the menu bar appears when you press <sa-A> at the Main Menu because the current path already appears in the upper left corner of the screen.) Your options are as follows [*Ed: Note the hidden keystroke options the author describes in the following paragraphs.*]:

Current Disk: Lists the files in the current disk or directory (which is displayed at the top of the screen). (If you highlight this option and press <oa-return> (or simply press <oa-C>) AppleWorks lets you change the path or disk.)

QuickPath: Displays the list of pathnames that you set up under “7. Pathnames” in the Standard Settings Menu. Select a pre-defined “QuickPath” and AppleWorks lists the files at that path. Try it. Go to the Standard Settings Menu and enter a pathname. Then return to your file, press <sa-A>, and select “QuickPath”.

Word Processor: Creates a new word processor file. (If you highlight this option and press <oa-

return> (or simply press <oa-W>), AppleWorks creates a new word processor file with left and right margins set to zero. That is useful for writing rough drafts and preparing files to be saved as ASCII text.)

Data Base: Creates a new data base file. AppleWorks asks you to enter the number of categories you want in each record.

Spreadsheet: Creates a new spreadsheet file.

AppleWorks 5 lets you add more than 12 files to the desktop. The additional files automatically overflow into the other desktops (up to 36 files) when the current desktop is full.

<sa-ctrl-L>: Lists the files on the desktop. Pressing <oa-Q><return> returns to your original desktop file.

<ba-L>: Launches a cached task file. (In AppleWorks 4, this only works if you have the full UltraMacros 4.3 program installed.) Task files are sets of pre-compiled macros, available for immediate installation. <ba-L> instantaneously lists the task files in the memory cache. Highlight one and press the Return Key to install the selected task file, which replaces the previously active macro set. Try it and see if you have any task files in memory.

<sa-Q>: Switches to the next file on your Desktop Index.

<sa-ctrl-Q>: Switches to the previous file on your Desktop Index.

<ba-Q>: “QuickerPath” lets you change the current path to one of the pathnames that you defined under “7. Pathnames” in the Standard Settings Menu. Press <ba-Q> and select the path you want from the window. Use <ba-Q> to quickly swap paths, then save the file with <oa-S>. Try it.

<sa-ctrl-R>: Reverts to the last saved copy of a file. This is helpful if you want to undo the changes you made to a document before saving it.

If you did not change the file, the macro scans the original location for a backup file (if you chose

"Keep backups of files" in the Standard Settings / Miscellaneous Menu). If you changed the file, AppleWorks displays the message "This file is changed. Revert to last saved anyway?" at the bottom of the screen.

If you select "No", the macro stops and returns you to the file. If you select "Yes", AppleWorks restores the last saved version of the file.

<sa-S>: Here is another way to save your work. With a file on your screen (the macro only works if you are in a file), press <sa-S> and AppleWorks displays two messages: the current path or disk appears at the top of the screen, and a brief menu bar appears at the bottom (see *Figure 2*). The options are as follows:

Current Disk: Saves the file to the path displayed at the top of the screen. (If you highlight this option and press <oa-return> (or simply <oa-C>), AppleWorks lets you change the path or disk. Then AppleWorks saves the file to the new path and returns to the file.)

QuickPath: Displays the list of pathnames that you set up under "7. Pathnames" in the Standard Settings Menu. Select one, and AppleWorks saves the file to that path.

FilePath (AppleWorks 5 only): Identical to <oa-ctrl-S>. Saves the file to the path from which it was loaded.

<sa-ctrl-S>: Removes a "new" or "changed" file from the desktop. Without this macro you must access the Main Menu, choose that function, select the file, and affirm your intention to remove the file.

Press <sa-ctrl-S> and AppleWorks displays the following line with the current status of the file and two options for action:

File status is Changed. ⌘-C to Change Status,
⌘-R to Remove the file

The status of a file is either "Unchanged" (added from disk, without changes), "New" (freshly created), "Changed" (added from disk, with changes), or "Saved" (saved to disk, without further changes). To change the status, press <oa-C>, and choose either "Unchanged", "Changed", "New", or "Saved".

AppleWorks then re-displays the previous message with the changed file status.

Pressing <oa-R> at this point removes the file from the desktop no matter what the status of the file. Use this command with caution; you cannot change your mind after entering the keystroke.

<ba-T>: "Triple Menu" works like a giant Desktop Index that gives you instant access to all three desktops. Press <ba-T> and AppleWorks displays the files stored on all three desktops. Select the file you want and AppleWorks will immediately display the highlighted file, whichever desktop it is on.

<ba-U>: Removes task files from the memory cache. Press <ba-U>, select a task file, and AppleWorks will remove the file from the cache, freeing up a little more desktop memory. <ba-U> is most effective when you write your own macros or use third party task files. You probably do not have any task files in your cache, but try pressing <ba-U> to experiment with this command.

<ba-delete>: Deletes files from the current disk. Press <ba-delete> and AppleWorks lists the files. From there it is business as usual. Simply press the Return Key to delete the highlighted file, or mark the files with the Right Arrow Key and then press the Return Key. Return to the desktop file by pressing <oa-Q> to access the Desktop Index.

Word Processor Macros

The macros you just studied work across all the different AppleWorks modules and menus. Now let's explore the macros that only work if activated within a word processor file. Switch to a word processor file, change the file name (to preserve your original), and try these macros:

<sa-tab>: Sets a left tab marker at the current cursor position.

<ba-down> AppleWorks 4 only: Changes the word under the cursor to lower case. Press and hold <ba-down> to change several words in succession. AppleWorks 5 users: See <sa-C>.

<ba-up> AppleWorks 4 only: Changes the word under the cursor to all upper case. Press and hold <ba-up> to change several words in succession. AppleWorks 5 users: See <sa-C>.

<ba-right> AppleWorks 4 only: Capitalizes the first letter of the word under the cursor. Press and hold **<ba-right>** to change several words in succession. AppleWorks 5 users: See **<sa-C>**.

<sa-C> AppleWorks 5 only: Combines the **<ba-up>**, **<ba-down>**, and **<ba-right>** macros into a single menu bar selection. To change the case of the current word, press **<sa-C>**. AppleWorks displays:

Change case? Upper Lower Capitalize

Use the Arrow keys to highlight your selection and press the Return Key, or press the first letter of the option of your choice.

<sa-(space)>: Inserts a space in the text, even if the cursor is in strikeover mode.

<sa-->: **<sa-hyphen>** inserts Subscript Begin and Subscript End Commands (↓↓) without accessing the Printer Options Menu. AppleWorks positions the cursor between them in insert mode. Type the text for the subscript.

<sa-/>: Swaps the current character with the one to its right to correct transposed characters in your typing.

<sa-B>: Begins a memorandum, including the current date and the name and address you entered when you first configured UltraMacros. You must be in a word processor file before activating this macro; it does not create a file for you. (To do the whole task in AppleWorks requires three keypresses: **<sa-A>** **<W>** **<sa-B>**.)

<sa-ctrl-B>: Boldfaces the word under the cursor.

<sa-ctrl-C>: “Closes” your letter. Types “Sincerely,” skips four lines, and types your name as you entered it when you first configured UltraMacros.

<sa-ctrl-D>: Merges two paragraphs into one. With the cursor anywhere in the first paragraph, press **<sa-ctrl-D>** and AppleWorks deletes the carriage returns (and the blank line) between the paragraphs.

This macro only works if you separate your paragraphs with a blank line. It does not insert a space between the two merged paragraphs, but that is easy to do manually since it leaves the cursor at the point where the two are merged.

<sa-E>: Transfers a mailing address from a word processor document to an envelope. With the address on your screen, press **<sa-E>** to activate the envelope addresser. Follow the prompt to move the cursor to the first letter of the outgoing address on the screen and press the Return Key. AppleWorks captures the address and asks if your #1 printer is ready and online. Insert an envelope, press any key to confirm its readiness, and AppleWorks sends the information to the printer in proper format for a standard #10 envelope. Unfortunately, there is no way to stop this macro before printing.

<sa-F>: A quicker Find Command. Erases any previous text and lets you enter the new search criteria.

<sa-ctrl-F>: Finds New Page Commands in your document.

<sa-H>: Types your name, organization (if any), and address into consecutive lines in a document.

“ **The built-in macros will speed you through your AppleWorks projects.** ”

<sa-I>: Automatically sets the indent of the current paragraph to three character spaces. **<sa-O>** (letter “Oh”) sets the indent back to zero.

<sa-K>: Calculates the page breaks and lets you jump to any page you specify.

<sa-M>: Sets commonly used left and right margins. Press **<sa-M>** and AppleWorks displays

Set? Left Margin Right Margin

Choose the one you want and AppleWorks displays

Left Margin? 0.0 0.5 1.0 1.5 2.0 2.5 3.0

Use the Arrow Keys to select the size margin you want and press the Return Key.

<sa-N>: Prints your name at the current cursor position.

<sa-O>: Resets the indent to zero (back to the left margin). (That’s an “Oh”, not a zero).

<sa-ctrl-O>: Deletes the next embedded printer option from your document. The macro only deletes the printer options that appear in MouseText.

AppleWorks Primer...

<sa-P>: Copies or moves the current paragraph to the clipboard. Press <sa-P> and AppleWorks displays

Paragraph Options? Copy to clipboard
Move to clipboard

Make your choice and AppleWorks grabs the whole paragraph.

<ba-S>: Inserts Superscript Begin and Superscript End Commands (↑↑) without accessing the Printer Options Menu. AppleWorks positions the cursor between them in insert mode. Type the text for the superscript.

<sa-delete>: Displays AppleWorks' new Delete Menu which makes it easy to delete the current word, line, text to the right of the cursor, text to the left of the cursor, text to the end of the document, and text to the beginning of the document.

<sa-delete> actually moves the text to the clipboard, which is visually the same as deleting the text. But you can restore the text with the next macro.

<sa-U>: Undoes any "deletions" performed with the <sa-delete> macro. <sa-U> actually copies any text on the clipboard into your document. That lets you use the macro to also restore text you manually copied or moved to the clipboard. By repeatedly pressing <sa-U> you can use the macro to produce multiple copies of any text you stored on the clipboard.

<sa-Z>: Strips carriage returns from your document. Press <sa-Z> and AppleWorks displays

Remove carriage returns from? Beginning of file
Current line Section

The "Section" option lets you delete all the returns from the current paragraph.

<sa-Z> ignores empty lines that contain only a carriage return. If this function appears to be getting out of hand you can halt its action by pressing <ctrl-2>.

<sa-\>: Swaps words that are transposed. Put the cursor on the first word and press <sa-\> (backslash). AppleWorks will swap the word with the one to its right.

Data Base Macros

Now let's explore the macros that only work if activated within a data base file. Switch to a data base file, change the file name, and try these macros.

<sa-left>: Makes it easier to change the single record layout by jumping to the previous category on the current line in the Change Single Record Layout screen. Try it. With your display in single record layout, press <oa-L> to access the Change Layout screen. Put the cursor anywhere to the right of a category on a line and press <sa-left>. The cursor will jump to the first character of the category name to the left.

<sa-right>: Does the same thing with the category to the right of the cursor. Press <oa-L> and try it.

<sa-F>: The quickest way to find text anywhere in your data base file. Just press <sa-F> and enter the text you want to match.

"These built-in macros are just the beginning."

<sa-J>: This is AppleWorks' "jump button" that jumps between a data base file and an associated word processor file. Try this:

1. Create a new word processor file with the name H.file-name, where "filename" is the name of your data base file. Enter some text into that file.
2. Switch back to the data base file.
3. Press <sa-J>. AppleWorks will open a window in the data base, displaying the associated word processor file (called a "help file" because it usually contains information about the associated data base). Press <sa-J> again and jump to the word processor file, where you can edit the text. Press <sa-J> a third time and AppleWorks returns to the data base. As you can see, <sa-J> is a three-way toggle.

<sa-P>: Immediately prints the first report in the data base using the current date and the first printer on your Printer Menu.

<sa-R>: Renames the current category while in

Review/Add/Change mode. AppleWorks prompts you at the bottom of the screen to enter the new category name. Type in the name, press the Return Key and it's done.

<sa-T>: Totals a column of figures in multiple record layout without printing a report. AppleWorks assumes that you want to total the entire column; if that is not the case, you must select the records you want first. Put the cursor in the column to be added and press <sa-T>. AppleWorks displays the total at the bottom of the screen. Press any key to return to the data base file.

<sa-W>: Changes the width of a column in multiple record layout. AppleWorks displays the current width and the following prompt at the bottom of the screen:

Current Width is 5 - Press "C" to Change,
Arrows to Move, Esc to Quit

Use the arrow keys to move to another column. Press "C" to enter a new width; AppleWorks displays the following prompt:

Enter New Width - Then Return (Max. 78)
Current = 5 : 5

Enter the desired width, press the Return Key, and AppleWorks makes the change immediately.

Spreadsheet Macros

Now try these spreadsheet macros that are included with AppleWorks 4.0 and later:

<sa-P>: Prints an entire spreadsheet on the first printer on your Printer Menu.

<sa-R>: Changes recalculation from "Automatic" to "Manual" or from "Manual" to "Automatic" with a single keypress. A message at the bottom of the screen notifies you whether the frequency is automatic or manual. Pressing any key erases the message and returns you to the spreadsheet.

<sa-V>: Replaces a cell's formula with its current value.

<sa-W>: Makes it easy to change column widths.

Conclusion

As you can see, the latest versions of AppleWorks

give you a tankful of power. But the built-in default macros packaged with AppleWorks 4 and 5 are just the beginning. Next month we'll examine the macro sets on the One Touch Commands disk from Quality Computers.

[Will Nelken is a pastor in San Rafael, California, author of two books about UltraMacros, and designer of numerous commercial macro programs.]

New Disks in the NAUG Library

QuickView 1.1

NAUG's updated QuickView disk contains Chris Serreau's update to Mark Munz's program that lets you read AppleWorks word processor files without launching AppleWorks. That makes QuickView valuable to schools that have Apple II systems unable to run AppleWorks and to individuals who want to take a quick look at an AppleWorks file.

Chris Serreau's update to QuickView correctly displays word processor files created by any version of AppleWorks.

File Viewer

File Viewer is Chris Serreau's AppleWorks 4.02 add-on that lets you examine the byte-by-byte contents of any 8-bit file from within AppleWorks. File Viewer displays your files in hexadecimal or ASCII codes.

NAUG's File Viewer Disk, which only works with AppleWorks 4.02, includes Tim Kellers' modifications that make it easier to install than the original patch.

Our thanks to Chris Serreau and Tim Keller for donating these disks to the NAUG Library.

How to Get Disks

Unless otherwise noted, all disks are available in both 5.25-inch (\$4) and 3.5-inch (\$6) format, plus \$2 s/h per order. Order from: Public Domain Library, NAUG, Box 87453, Canton, Michigan 48187; (313) 454-1115; Fax: (313) 454-1965. NAUG accepts Visa and MasterCard.

How to Print Personal Checks with AppleWorks

by Sam Cox

Sometimes it's the simple solutions that work the best. That is certainly true for AppleWorks users who want to pay bills with legible computer-printed checks but don't want to use a full-fledged accounting system.

This month's template prints wallet size checks like the example in *Figure 1*. The template uses the same blank checks that you ordinarily write by hand; these are the checks that you usually buy from your bank or by mail.

The check printer template is an AppleWorks data base file. You enter the information for each check you want to print and use one of two label format reports to print the checks. (One layout prints ordinary wallet checks. The other prints checks with a left-hand stub.) You can print or save the file after each bill-paying session to keep a permanent record of your transactions.

Creating the Data Base Template

Follow these steps to set up the data base:

1. Launch AppleWorks 4 or later and start a new data base from scratch. Name the file "CHECK WRITER". [Ed: You can modify these instructions to create the template with earlier versions of AppleWorks, but laying out categories in the check-printing reports will require some trial and error. In addition, you will have to forego AppleWorks 4's calculation capabilities and "masking" options that make this template so easy to use.]

Figure 1: Sample Check

John Patrick Doe
123 Main Street
New Bedford, MA 02742
(555) 555-1212

257
Jun 20 19 95 53-7126 2113 03

PAY TO THE ORDER OF John Smith \$ 25.00

Twenty-five-and-00/100 DOLLARS

New Bedford Institution
For Savings
New Bedford, MA 02742

MEMO Piano Lessons

| : 2 1 1 3 7 1 2 6 9 | :

Figure 2: Categories

| Category | Category |
|------------|-----------|
| Issue Date | Amount |
| M | Script |
| -/- | For |
| D | Stub Amt |
| Y | Stub Date |
| To | Stub To |

2. Create the 12 categories in *Figure 2*.

The completed single record layout should look like the example in *Figure 3*.

Arranging the Multiple Record Layout

Follow these steps to arrange the categories in a check register-like setup:

1. Switch to multiple-record layout and use Apple-L to "Change the existing record layout".
2. Delete the "M", "-/-", "D", "Y", "Script", "Stub Amt", "Stub Date", and "Stub To" categories from the display.

Figure 3: CHECK WRITER Record

File: CHECK WRITER REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

Record 1 of 1 (1 selected)

=====

Issue Date:

M: -

-/-: -

D: -

Y: -

To: -

Amount: -

Script: -

For: -

Stub Amt: -

Stub Date: -

Stub To: -

Type entry or use ⌘ commands 03/26/95 3:16 pm

2. Choose “Modify rules” and create the formula or mask defined in *Figure 5*. For example, follow these steps for the “Issue Date” category:
 - A. Select “Formula” and then “Formula” a second time.
 - B. Enter the formula from *Figure 5*. (Remember that Apple-F displays a menu of AppleWorks’ functions; Apple-C displays a list of your data base categories.) Press the Return Key to accept the formula.
 - C. Change “Update empty categories only” to “Yes”. That way AppleWorks will not overwrite the dates for the checks you drafted during previous bill-paying sessions. *[Ed: See “No Fuss Formulas” for a brief description of the formulas used in this template.]*

Figure 4: Multiple Record Layout

| <u>Category</u> | <u>Width</u> |
|-----------------|--------------|
| Issue Date | 12 |
| To | 34 |
| Amount | 9 |
| For | 16 |

3. Narrow or widen the categories to match the column widths in *Figure 4*.
4. Press the Escape Key and choose “Down (standard)”.

The four remaining categories should fit on one screen. If you print several checks at a time, you can view them in multiple record layout and press Apple-H to print the screen. You can keep the printouts as a record of your checkbook transactions.

Setting Category Options

Several of the CHECK WRITER categories contain formulas. Others use the program’s “mask” feature to make data entry easier. Continue with these steps to enter the formulas and define the masks:

1. Switch to single-record layout. With the cursor in the “Issue Date” category, press Apple-O.

3. Press the Escape Key to return to the Options Menu. Press the Tab Key to move to the next category. Follow the procedures in step #2 to change its options to match *Figure 5*.
4. Repeat steps #2 and #3 for all the remaining categories. *[Ed: To create a “mask”, select “Modify rules”, then “Mask”, and “Mask” again. Press Apple-Y to delete the default mask character. Then type the Control-character keystroke the number of times specified in Figure 5. For example, press Control-A 34 times to define the mask for the “To” field. Then press the Return Key.]*
5. Press the Escape Key until you return to Review/Add/Change mode. Then save your work.

Printing on No-Stub Checks

Now you are ready to create the data base reports you will use to print your checks. Follow these steps to create a report that prints personal checks without stubs:

Figure 5: Category Options

| Category | Modify Rules | Formula | Mask Command (# of characters) |
|------------|--------------|---------------------------------------|-----------------------------------|
| Issue Date | Formula | @Today | |
| M | Formula | @MoFromJul(@DateToJul([Issue Date])) | |
| -/- | Formula | ="/" | |
| D | Formula | @DayFromJul(@DateToJul([Issue Date])) | |
| Y | Formula | ="95" | |
| To | Mask | | Ctrl-A (34 times) |
| Amount | Mask | | Ctrl-N (9 times) |
| Script | Mask | | Ctrl-A (46 times) |
| For | Mask | | Ctrl-A (16 times) |
| Stub Amt | Formula | =([Amount]) | |
| Stub Date | Formula | =([Issue Date]) | |
| Stub To | Mask | | Ctrl-A (14 times) |

1. Press Apple-P and create a new "labels" format report "From scratch". Name the report "Check No Stub". Figure 6 shows the completed layout for this report.
2. Move the cursor to the "Stub To" category and press the Down Arrow Key once. The page-break line should read: "Each record will print 13 lines".
3. Use Apple-D to delete the "Issue Date", "Stub Amt", "Stub Date", and "Stub To" categories.
4. Use the Apple Key and the Arrow Keys to rearrange the remaining categories so their positions match the coordinates in Figure 7. [Ed: Using a mouse speeds up this process. If your mouse does not work, see the article entitled "How to Get Started with AppleWorks 5" in the March 1995 issue of the **AppleWorks Forum** for step-by-step instructions that describe how to get AppleWorks to "recognize" your mouse.]
5. Use Apple-J to justify the "-/-" and "D" categories.

Figure 6: "Check No Stub" Report Layout

| | | |
|---|---------------|---------------------|
| File: CHECK WRITER | REPORT FORMAT | Escape: Report Menu |
| Report: Check No Stub | | |
| Selection: All records | | |
| | | 1, 1 |
| ===== | | |
| To | M <-/-<D Y | Amount |
| Script | | |
| For | | |
| -----Each record will print 13 lines----- | | |
| ----- | | |
| Use options shown on Help Screen | | 03/29/95 3:16 pm |

6. Press Apple-O to access the printer options.
 - A. Type "PH" to omit the report header.
 - B. Change the "Paper length" setting to "3.0" inches.
 - C. Type "SC" and enter the code that turns off the out of paper sensor in your printer. Then press Apple-Return. [Ed: A sensor built into most continuous feed printers stops the print-

My Favorite Template...

Figure 7: Coordinates for the Report Layouts

| Category | Check no Stub | Check w Stub |
|------------|---------------|--------------|
| Issue Date | deleted | deleted |
| M | 37,5 | 58,5 |
| -/- | 39,5 | 60,5 |
| D | 43,5 | 64,5 |
| Y | 46,5 | 67,5 |
| To | 8,7 | 29,7 |
| Amount | 47,7 | 67,7 |
| Script | 3,9 | 24,9 |
| For | 8,13 | 27,13 |
| Stub Amt | deleted | 12,2 |
| Stub Date | deleted | 7,4 |
| Stub To | deleted | 5,6 |

The “Check no Stub” report prints checks without stubs. You can put carbonless “duplicate” checks in your printer if you want a copy of each check. Dot matrix and other impact printers will automatically print the copy when it prints the check.

Printing on Checks with Stubs

Another way to keep your records is to buy checks with stubs attached to the left edge of each check. Follow these steps to create a report that automatically fills out the stub as it prints each check: *[Ed: If you don't use checks with stubs, lock the “CHECK WRITER” file on your disk. Then skip to the section “Entering Sample Checks” below.]*

1. Create a new “labels” format report “From scratch”. Name the report “Check w Stub”. *Figure 8* shows the finished layout for this report.
2. Move the cursor to line 12 and press the Down Arrow Key once. The page-break line should read: “Each record will print 13 lines”.
3. Use Apple-D to delete the “Issue Date” category.
4. Use the Apple Key and the Arrow Keys to rearrange the remaining categories so their positions match

the coordinates in *Figure 7*.

5. Use Apple-J to justify the “-/-” and “D” categories.
6. Press Apple-O to access the printer options. Type “PH” to omit the report header. Change the “Paper length” setting to “3.0” inches. Type “SC” and enter the code that turns off the out of paper sensor in your printer.
7. Press the Escape Key to return to the Report Menu.
8. Save and lock the “CHECK WRITER” file.

Figure 8: “Check w Stub” Report Layout

File: CHECK WRITER REPORT FORMAT Escape: Report Menu
 Report: Check w Stub
 Selection: All records

===== 1,13
 Stub Amt
 Stub Date
 Stub To
 To
 Script
 For
 -----Each record will print 13 lines-----

 Use options shown on Help Screen 03/29/95 3:20 pm

er when it is out of paper. Standard wallet-size checks are short and fool the printer into thinking it is out of paper. Most printers offer a command that turns off the sensor; the control code for this command usually appears in the printer manual. For example, Escape O (capital letter “O”, not the number zero) turns the sensor off on an ImageWriter. Remember to enter an upper-case character; Escape o turns the paper sensor back on.]

D. Press the Escape Key to return to the Report Menu.

7. Save your work.

No Fuss Formulas

The formulas in your CHECK WRITER data base use AppleWorks' calculating power to ease your data entry. Here is a brief description of the purpose of each formula:

Date Categories

The "Issue Date" category uses AppleWorks' built-in @TODAY function to insert today's date in each new record. You control the format for the date with the "Date/time options" setting in AppleWorks' Standard Settings Menu.

Unfortunately, most pre-printed checks break the date into two parts: 1) the month and day and 2) the year. In addition, most vendors pre-print the century (the "19" in "1995") on the check. I created four categories ("M", "-/-", "D", and "Y") so I could use AppleWorks' Julian math capabilities to extract appropriate date information for the two date areas that appear on most kinds of pre-printed checks.

The nested part of the formula in "M"

```
[@MoFromJul(@DateToJul([Issue Date]))]
```

converts the AppleWorks date to Julian format. Then the @MoFromJul function returns a number that corresponds to the month. For example, "Jun" returns a "6"; "November" an "11". Similarly, the formula in "D"

```
[@DayFromJul(@DateToJul([Issue Date]))]
```

converts the AppleWorks date to Julian format and then returns the "day" value which appears in category "D".

Standard Data Categories

I could have used a similar Julian math formula for the "Y" category, but AppleWorks would display the year in four digits as in "1995". The formula in the "Y" category (= "95") is a simple work-around that you need to update each New Year.

Similarly, the formula in the "-/-" category (= "/") creates the slash that I use to separate the month and date on my printed checks.

Repeated Information Categories

Finally, the "Stub Amt" and "Stub Date" categories use formulas that repeat information in the "Amount" and "Issue Date" categories, respectively.

Entering Sample Checks

Now you will use the data base to print some sample checks. Figure 9 shows a sample completed check record. Each record contains twelve categories, but you only have to type information into five of them; the formulas you defined earlier fill in the other categories for you. Continue with these steps to enter some sample checks:

1. Press Apple-K to calculate "This record". AppleWorks will automatically complete the "Issue Date", "M", "-/-", "D", "Y", and "Stub Date" categories.
2. Type the payee's name in the "To" category. The mask you defined previously prevents you from exceeding the space limits of this category.
3. Now enter the amount of the check in the "Amount" category. Most checks have a "\$" printed at the beginning of the amount field, so you do not have to type the dollar sign. Press Apple-K to calculate "This record". The amount will also appear in the "Stub Amt" category.

4. Move the cursor to the "Script" category and type the amount in words. [Ed: See the article entitled "How to Convert Numbers to Words" in the February 1995 issue of the **AppleWorks Forum** for a macro that automates this data entry.]
5. With the cursor in the "For" category, type a short check memo.
6. If your checks have stubs, enter an abbreviated version of the payee's name in the "Stub To" category. Otherwise, continue as follows:
7. Repeat steps #1-6 and enter the data for additional practice checks.
8. Switch to multiple-record layout to preview the check information that you entered. Press Apple-H to print a hard copy of the screen.
9. Press Apple-N and assign a meaningful name (such as "CHECKS.95") to the file. Then save the file.

Printing the Checks

Finally, you are ready to print your checks. For this part of the tutorial you will need some blank per-

Figure 9: Sample Check Record

| | | |
|-------------------------------------|-------------------|-------------------|
| File: Sample Checks | REVIEW/ADD/CHANGE | Escape: Main Menu |
| Selection: All records | | |
| Record 1 of 2 (2 selected) | | |
| ----- | | |
| Issue Date: 3/29/95 | | |
| M: 3 | | |
| -/-: / | | |
| D: 29 | | |
| Y: 95 | | |
| To: John Doe | | |
| Amount: 105.35 | | |
| Script: One hundred five and 35/100 | | |
| For: used disk drive | | |
| Stub Amt: 105.35 | | |
| Stub Date: 3/29/95 | | |
| Stub To: J. Doe | | |
| ----- | | |
| Type entry or use ⌘ commands | Formula | 03/29/95 3:27 pm |

sonal-size checks. If you use checks from an active checking account, note in your check register the number(s) of the checks you used. Otherwise, you may wonder why there are checks missing from your checkbook. Also mark the checks "VOID" or shred them before disposal. Now continue with these steps to print your checks:

1. With AppleWorks' Main Menu on your screen, navigate to the Printer Settings Menu [Ed: The path is "Other Activities"/"Select standard settings"/"Printer settings".] Set your printer's "Stop at end of each page" setting to "Yes".
2. With the "CHECKS.95" data base on your screen, press Apple-P and choose the "Check No Stub" report.
3. Press Apple-R, select the "Issue Date" category, and enter today's date for the selection rule. That tells AppleWorks to print only the checks you entered today.
4. Press Apple-P and print the report to the screen. That will give you a chance to double-check your spelling and make sure that the numeric and text amounts agree.
5. Set your printer's paper-feed lever to the friction feed position.

6. Line up a blank check with the single-sheet icon on the printer's back cover and insert a blank check until the platen just "grabs" it.
7. Press the form feed button once. That will move the print head to the top of the check.
8. Print the first check.
9. If adjustments are necessary, display the correct report layout and use the Apple Key and the Arrow Keys to move the offending report categories. You can also use the printer options to experiment with different character-per-inch and lines-per-inch settings.
10. When you are done, insert the next blank check and print the check.

11. Then insert the next check and press the Space Bar to print. Repeat this process until you printed all your checks.

12. Save your work.

Conclusion

Paying bills is never fun, but this month's easy-to-use check-printing template prints neat, legible checks and can save you time and effort. The AppleWorks data base you created for your checks file makes it easy to find information about the checks you wrote.

Although the template itself won't help you design a budget or prepare your tax return, CHECK WRITER is a useful accessory for those of us who do not need a sophisticated accounting system. ■

[Sam Cox has retired from two careers: As an Electronic Technician for the United States Navy and a Park Manager for the State of Maine. He started using an Adam Computer in 1984.]

[Ed: A working copy of this template appears on this month's issue of NAUG on Disk, which costs \$10 from NAUG. The template requires AppleWorks 4.x or later. NAUG on Disk requires a 3.5-inch disk drive.]

Letters to NAUG...

AW 3.0 Problem with New Printer

Dear Cathleen,

I know how to manage printers in AppleWorks, yet I can't get my new Panasonic printer to work correctly with AppleWorks 3.0. Things have gotten so bad now that my original ImageWriter won't work correctly either. What is the problem?

Jeff Moore
Boca Raton, Florida

[Ed: Since you're using AppleWorks 3.0, I suspect that you removed and then re-installed the ImageWriter that was originally on the Printer Menu. A bug in AppleWorks 3.0 requires that you leave the original ImageWriter driver on the Printer Menu. The program accepts additional printers, but does not print properly with any printer after you delete the ImageWriter. This is true even if you re-install the ImageWriter driver later.]

I suggest that you copy the file SEG.ER from your original AppleWorks disk onto your AppleWorks working disk or subdirectory. Then add the Panasonic printer to the Printer Menu without deleting the ImageWriter.

Most Panasonic printers are Epson-compatible; installing your new printer might be as simple as selecting "Epson FX Series" from AppleWorks' Add A Printer Menu.]

ImageWriter II and AppleWorks 3.0

Dear NAUG:

Why are my ImageWriter II printouts from AppleWorks no better than the output I used to get from my ImageWriter I? I thought the ImageWriter II could produce more attractive printouts including smaller subscript and superscript characters.

Errol Dempster
San Francisco, California

[Ed: You are correct; the ImageWriter II can produce more attractive output than the original ImageWriter, but you have to use the ImageWriter

II driver provided with AppleWorks 3.0. To do that, select ImageWriter II after you navigate to AppleWorks' Add a Printer Menu. Then AppleWorks will use some of the special characters built into the current ImageWriter.

As indicated in my response to the previous letter, do not delete the original ImageWriter printer from the Printer Menu. Just add the ImageWriter II as the second or third printer on your menu.

AppleWorks 3.0 users with ImageWriter II printers should make sure that they installed the ImageWriter II driver in their copy of AppleWorks.]

You Can Use NAUG's Library on AOL

Dear NAUG:

I enjoyed Joe Connelly's article entitled "How to Download NAUG's files from America Online" in the March issue of the **AppleWorks Forum**. You should point out that you can use the downloaded files with any Apple II, not just Apple IIGS systems.

The only files you can't use are those that contain one or more Apple IIGS-specific forked files (the eight-bit version of Shrinkit can open the archive, but cannot extract the files) or archives that were copied onto a ProDOS disk with either ProDOS File System or an early version of PC Exchange (these utilities create forked files on the ProDOS disk).

You can use all other files on any Apple II system.

Chris Serreau
Angers, France

[Ed: Thanks for this reminder, Chris. Version 2.0 of PC Exchange solves the old forked file problem and writes 8-bit files onto ProDOS disks correctly. NAUG members who transfer files between Macintosh and Apple II computers should get the new version of PC Exchange, which is available separately but comes free with Macintosh System 7.5.]

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A Summertime Reminder

We're looking forward to our more relaxed summer schedule. The June/July issue of the **AppleWorks Forum** will arrive by July 1. Look for the August/September issue on September 1.

AppleWorks Forum

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